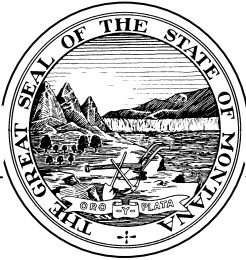


DEPARTMENT OF ADMINISTRATION
DIVISION OF BANKING AND FINANCIAL INSTITUTIONS



BRIAN SCHWEITZER
GOVERNOR

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COMMISSIONER

STATE OF MONTANA

301 SOUTH PARK, SUITE 316
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CSBS ACCREDITED 2004
(406) 841-2920
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Mortgage Lender Licensing Requirements

Mortgage Lender Entity Application

1. Completion of online "mortgage lender entity" application via <http://bflicensing.mt.gov>. Refer to Online Application Instructions below.
2. Mortgage Lender Entity Application Fee of \$750.00 (can pay online by echeck or credit card or via mail by check or money order, payable to State of Montana)
3. Surety Bond (\$50,000)
4. Certificate of Authority from Montana Secretary of State
5. Certificate of Approval from State of Formation (i.e. Home State of Formation)
6. Copy of Articles of Incorporation, Articles of Organization/Operating Agreement, Partnership Agreement, etc...
7. Personal financial statement required of all individuals listed in the "Executive Officers and Direct Owners" and "Indirect Owners" sections of the online mortgage lender entity application. The personal financial statement must be a recent credit report from one of the three recognized credit reporting agencies (TransUnion, Experian, or Equifax). Any business entities listed in the "Executive Officers and Direct Owners" and "Indirect Owners" sections of the application must submit a business credit report. If a business credit report is not available than audited financials will be accepted.
8. Audited financials in accordance with 32-10-302, MCA
9. Fingerprint Background Check (Required of all individuals listed in the "Executive Officers and Direct Owners" and "Indirect Owners" sections of the online mortgage lender entity application)
10. Fingerprint Background Check Release Form. This must be completed by any individual that is required to submit a fingerprint card for the background check.
11. Fingerprint Background Check Processing Fee of \$29.25 for each individual subject to this requirement (payable to State of Montana). Please note that this fee may **not** be paid online.

Mortgage Lender Branch Application

1. Completion of online "mortgage lender branch" application via <http://bflicensing.mt.gov>. Refer to Online Application Instructions below.
2. Mortgage Lender Branch Fee of \$250.00 (can pay online by echeck or credit card or via mail by check or money order, payable to State of Montana)

Mortgage Lender Branch Application Cont.

3. Surety Bond (\$5,000)
4. Certificate of Authority/Approval from state in which branch is located
5. Personal financial statement required for any individual listed as the "Branch Manager" in the online mortgage lender branch application. The personal financial statement must be a recent credit report from one of the three recognized credit reporting agencies (TransUnion, Experian, or Equifax).
6. Fingerprint Background Check (Required of all individuals listed as the "Branch Manager" in the online mortgage lender branch application).
7. Fingerprint Background Check Release Form. This must be completed by any individual that is required to submit fingerprint cards for the background check.
8. Fingerprint Background Check Processing Fee of \$29.25 for each individual subject to this requirement (payable to State of Montana). Please note that this fee may **not** be paid online

Licensing is required effective October 1, 2008.

Incomplete Applications: Incomplete applications will not be accepted by the Division of Banking and Financial Institutions. Incomplete applications will be mailed back to the applicants. An application will be determined to be incomplete if any of the documents listed above under "Mortgage Lender Entity Application and "Mortgage Lender Branch Application" are missing.

Online Application Instructions:

1. To apply for the lender entity or branch license, visit <http://bflicensing.mt.gov>
2. You must "Create an ePass account" to use this license service. *This requires you to input one screen of information. You will create your own ePass username and password to use this service. You may use the same username and password to complete other mortgage lender applications. Remember to save your ePass username and password. The Division cannot reset them for you.*
3. Click "Add Banking and Financial Institutions to ePass account"
4. Complete online license application. Select "Mortgage Lender Entity" or "Mortgage Lender Branch" in the drop down box selection under "New Application"

Regular Mailing Address: Division of Banking and Financial Institutions, P.O. Box 200546, Helena, MT 59620

Overnight Mailing Address: Division of Banking and Financial Institutions, 301 South Park, Suite 316, Helena, MT 59601